

T/III/M-1
4 December 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

FOREIGN PUBLICATIONS - TASK TEAM III

Minutes of the First Meeting, 1 December 1964

Members or Their Representatives Present

CIA -
DIA -
STATE -
NSA -
AIR FORCE -
NAVY -
ARMY -
CSS -

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Others Present

None

1. [] welcomed those present to the initial meeting of Task Team III. He then provided requisite background on the establishment of the Staff for the Community Processing Study (SCIPS) by CODIB and USIB several years ago; its phase I effort and resulting report; and ultimately the creation of Task Team III as one of nine teams currently addressing problems identified as a result of the SCIPS effort. [] also pointed out that there are areas of potential overlay between several of the other teams and Task Team III. Specifically, he identified item identification and description (Task Team II) and content control (Task Team I) where close coordination would be necessary.

2. Reference was made to the items distributed prior to the meeting representing the SCIPS report and its findings in the foreign publications field. [] pointed out these items provide a substantial volume of information which may be helpful in our endeavor. On the other hand, some of the information is out of date having been acquired no later than May 1963.

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Group I
Excluded from automatic
downgrading and
declassification.

CONFIDENTIAL

- 2 -

Also some of the opinions expressed are personal opinions to be taken with a fairly large grain of salt. Therefore, these items should be used circumspectly. We may find it desirable to dissect them and to use or toss aside substantial portions thereof.

25X1 3. The terms of reference for the task team were then taken under consideration. [] indicated that CODIB had reviewed and approved the preliminary terms of reference he had prepared and submitted. The next step is review of these preliminary terms of reference by the task team membership to be sure that we understand and we are in agreement with the objectives set forth, the scope of the effort and the tasks specified. The result will be final terms of reference incorporating any changes we feel necessary. They will then be resubmitted to CODIB for final approval.

4. As a result of deliberations by the team on the terms of reference, "Transliteration" was added as new subparagraph d and "Dissemination of the results of processing" added as new subparagraph j. Old subparagraph i was redesignated subparagraph k and changed to read "Storage and retrieval of the results of processing."

25X1 5. [] raised the question as to whether the team felt that procurement of foreign publications fell appropriately within the scope of the effort. [] commented that it might be possible to identify and recommend positive actions in the procurement area which would be critical in improving overall capabilities. It was the consensus that procurement of foreign publications should remain in the terms of reference. Ensuing discussion indicated that procurement meant both open source and clandestine collection and might also deal with specific "want" lists.

25X1 6. [] requested clarification of the meaning "need for processing (subparagraph c)." [] explained that this was an attempt to address varying degrees of processing required. For example, some requirements are merely for procurement of the item, some for procurement and translation of the item, some requirements may be for full, or complete translations of an item. In other cases, translation and preparation of a summary or abstract might be called for. He also pointed out that requirements for processing may be influenced by the publication itself, its subject, area and so forth.

25X1 8. Reference was made to a SCIPS statement to the effect that, in the foreign publication exploitation field there has never been anything approaching a national statement of requirement. [] remarked that positive statements of requirements for foreign publication processing,

25X1

CONFIDENTIAL

- 3 -

coordinated and approved by appropriate authority, would go a long way in answering questions continually raised concerning the justification of specific on-going foreign publication processing operations.

25X1 9. Mr. Honaker requested clarification of the difference intended between "abstracting" and "extraction of data" in the terms of reference. These terms are used generally throughout the Community, sometimes with different meanings intended. [] stated that in this context, abstracting means the synopsis of a document. There are two types of synopsis i.e. indicative and informative. Generally, an indicative synopsis confines itself to identifying the document and what it deals with, while an informative synopsis goes further, dealing with substance including conclusions, if any, reached in the document. Extraction of data on the other hand is pulling out part of a document as it stands, in every sense, and extract.

10. In connection with addition of "Transliteration" to the terms of reference, there was considerable discussion. It was pointed out that there are at least four systems for transliterating the Cyrillic to the English alphabet:

- a. Library of Congress System (LC)
- b. Board of Geographic Names (BGN)
- c. NEA System
- d. British Standards Institute (BSI)
- e. AAAS/BSI System

25X1 [] pointed out that the situation is quite dynamic. For instance, NSF is currently tending toward the AAAS/BSI system, which is currently being considered by the International Standards Organization for general adoption. Mr. Honaker made a plea for renewed and continuing interest in arriving at a standard system; especially in light of machine processing requirements. He recommended the broadest possible base including commercial abstracting outfits to insure maximum exchange capability among processors/users of foreign publications. Discussion turned to requirements for non-ambiguous systems. This problem is by no means confined to the Cyrillic/English alphabet. The various Chinese transliteration systems were mentioned.

11. During the discussion, it was apparent that even within the agencies represented several transliteration systems are currently in use in different components.

12. Reference was made to the COSATI effort to pull together scientific and technical information among all agencies and the emphasis being placed on standardization by other presidential committees and the Bureau of the Budget. Mr. Holz suggested it might be possible to get a single transliter-

CONFIDENTIAL

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- 4 -

ation system adapted for use in pertinent interagency communications and data exchange. For local uses, a non-standard system might also be employed. If an organization employed both the standard and a non-standard system they would probably find it necessary to write a conversion program. It was observed that both linguistic and computer program skills would be required in developing and installing a standard transliteration system and some give-and-take would undoubtedly be required.

25X1 13. [] then addressed future team activities. He indicated that we would probably meet once a month. In between these meetings, we will attempt to schedule fact-gathering briefings at various activities which process foreign publications. We will look at the major systems e.g. FTD, FDD, Library of Congress, JPRS. The first briefing will be by the Acquisitions Branch of the CIA Library on its procurement of foreign publications on 28 January 1965. Similar briefings may be anticipated at State Department, the Library of Congress and on the military attache foreign publications procurement operation.

14. The next meeting will be held at 1000, 14 January 1965 here at CIA Headquarters. Members are requested to develop broad statements representing current requirements for foreign publication processing in their activities. These should describe how the agency uses, relies on, or otherwise values the foreign publication contribution to its operations.

[]
Secretary

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